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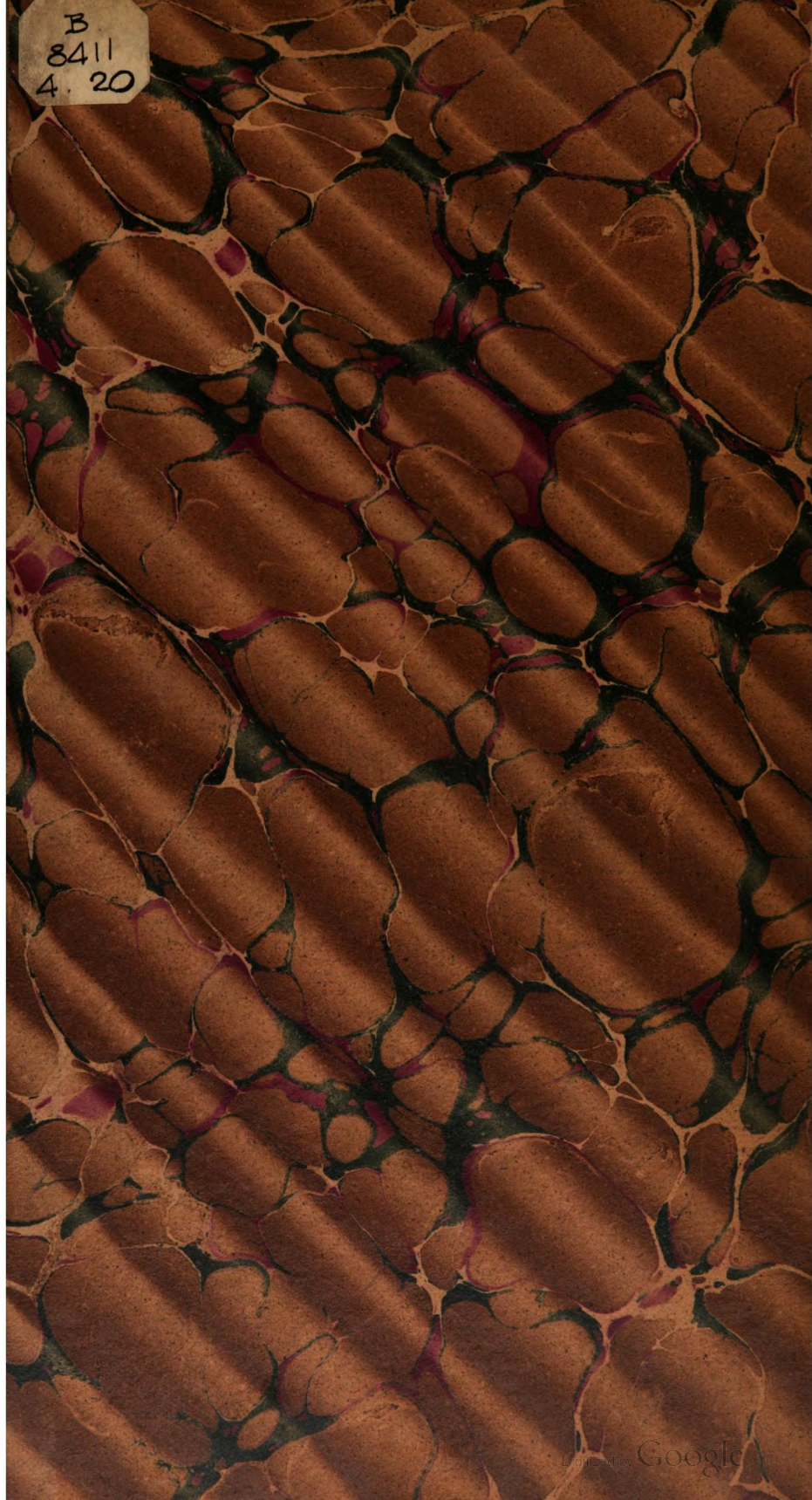
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**HARVARD COLLEGE  
LIBRARY**



**DEPOSITED BY THE  
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STATE LIBRARY**





Public Document

No. 3

TENTH ANNUAL REPORT  
OF THE  
TRUSTEES OF THE STATE LIBRARY  
FOR THE  
FISCAL YEAR ENDING NOVEMBER 30, 1919



BOSTON  
WRIGHT & POTTER PRINTING CO., STATE PRINTERS  
32 DERNE STREET  
1920



**TENTH ANNUAL REPORT**

**OF THE**

**TRUSTEES OF THE STATE LIBRARY**

**FOR THE**

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**HARVARD COLLEGE LIBRARY  
DEPOSITED BY  
MASSACHUSETTS STATE LIBRARY  
OCT 16 1929**

**PUBLICATION OF THIS DOCUMENT  
APPROVED BY THE  
SUPERVISOR OF ADMINISTRATION.**

# TRUSTEES OF THE STATE LIBRARY.

NOVEMBER 30, 1919.

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NATHAN MATTHEWS, *Chairman.*

Appointed Dec. 5, 1917.

Term expires June 1, 1920.

EDWIN T. MCKNIGHT, *Ex officio.*  
President of the Senate.

JOSEPH E. WARNER, *Ex officio.*  
Speaker of the House.

CHARLES T. COPELAND.  
Appointed Aug. 28, 1918.  
Term expires June 1, 1921.

EDWIN H. HUGHES.  
Appointed May 14, 1919.  
Term expires May 14, 1922.

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## OFFICERS OF THE LIBRARY.

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EDWARD H. REDSTONE . . .	<i>Librarian.</i>
Mrs. ANNIE G. HOPKINS . . .	<i>Assistant Librarian.</i>
Miss JENNIE W. FOSTER . . .	<i>First Assistant.</i>
Miss SARA E. NOYES . . .	} <i>Assistants.</i>
Miss JESSIE L. KNOWLTON . . .	
Miss RUTH G. HEDDEN . . .	
Miss ETHEL M. TURNER . . .	
Miss MINNIE W. PERT . . .	
Miss MAUD A. VESTERGARD . . .	
Miss MARGARET V. SULLIVAN . . .	
Miss MARION S. SANDERSON . . .	
J. F. MUNROE . . .	<i>Newspaper Assistant.</i>
LOUIS A. PHILLIPS . . .	<i>Legislative Reference Assistant.</i>
Mrs. FRANCES R. COE . . .	<i>Chief of the Catalogue Department.</i>
Mrs. ANNIE F. PUTNEY . . .	} <i>Assistants, Catalogue Department.</i>
Miss CATHERINE PRATT . . .	
Miss MARGUERITE F. KNAPP . . .	
Miss EDNA F. PATTEN . . .	
WALTER J. STEVENS, Jr. . . .	} <i>Stack Custodian.</i>
CHARLES W. JOHNSON . . .	



# The Commonwealth of Massachusetts

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## TRUSTEES' REPORT.

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*To the Honorable the Senate and House of Representatives in General Court assembled.*

The trustees of the State Library make this their tenth annual report for the year ending Nov. 30, 1919, under the provisions of chapter 217 of the Acts of the year 1910.

This year, the same as last year, has been one of change for the State Library. Robert Lincoln O'Brien, chairman of the Board since 1915, and a member of the Board of Trustees from 1910, resigned. The library has thus been deprived of the services of a man whose experience in public life made his advice of especial value to his associates on the Board. Governor Coolidge appointed as his successor Hon. Grafton D. Cushing, but Mr. Cushing declined to serve, and in his place Bishop Edwin Holt Hughes was appointed May 14, 1919, and at the first meeting of the Board, July 8, 1919, Hon. Nathan Matthews was elected chairman of the Board to succeed Robert Lincoln O'Brien.

On Feb. 1, 1919, Dr. Lawrence B. Evans resigned his position as librarian of the State Library to become counsel to the Brazilian Embassy at Washington, D. C. Dr. Evans had been appointed State Librarian by Governor McCall, Dec. 31, 1917.

Mr. Edward H. Redstone, librarian of the Social Law Library for a number of years, was appointed by Governor Calvin Coolidge to succeed Dr. Evans on Feb. 5, 1919. Mr. Redstone began his duties at once.

In the estimates which we have submitted in accordance with the requirements of the budget law, we have recommended again, as last year, increases in the salaries of several members of the staff, as well as provision for two additional

assistants. The volume of work in the library is constantly increasing, so that the present staff is no longer equal to it. Furthermore, without a substantial increase in some of the salaries we cannot expect to retain some of our most expert assistants. Unless the appropriation of the library is increased the efficiency of its work must be seriously impaired.

The Board of Trustees of the State Library recommend the repeal of section 1 of chapter 421 of the Acts of 1910, and the substitution of the proposed act given herewith.

AN ACT TO ESTABLISH THE SALARY OF THE LIBRARIAN OF THE STATE  
LIBRARY.

*Be it enacted, etc., as follows:*

SECTION 1. The governor, with the advice and consent of the council, shall appoint a librarian of the state library, who shall hold office during their pleasure and shall receive an annual salary of five thousand dollars.

SECTION 2. All acts and parts of acts inconsistent herewith are hereby repealed.

SECTION 3. This act shall not take effect until a sufficient appropriation therefor is made at the coming session of the general court, and then as of the first day of June in the current year.

We call attention to the librarian's report in regard to the securing of additional room for the housing of the large collection of over 380,000 volumes which are now in the library.

NATHAN MATTHEWS, *Chairman.*

C. T. COPELAND.

JOSEPH E. WARNER.

EDWIN T. McKNIGHT.

EDWIN H. HUGHES.

## LIBRARIAN'S REPORT.

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*To the Board of Trustees.*

The annual report of the State Librarian for the year ending Nov. 30, 1919, is herewith respectfully submitted.

The general work of the department has been the same during the past year as in the preceding years. The department is very much in need of more room, as we have already utilized all of the available space in our present quarters which we moved into in 1895, and with the rapid increase in the number of accessions to the library in twenty-four years we must have larger quarters. I would suggest that some immediate action be taken towards securing Room 247 directly under the library on the second floor. If this cannot be accomplished some effort should be made towards securing a separate building in which to house the large collection of over 380,000 volumes.

Our books are stored on five different floors, upon crowded and overloaded shelves or on heaps upon the floor. It requires no little thought and labor to keep the current and more important works fairly accessible, and the accommodations for readers and investigators are very meager. We should also have accessible vaults properly equipped to take care of our invaluable collection of laws, records, etc.

### PURCHASE OF BOOKS.

As heretofore, in the purchase of books, special attention has been given to our Legislative Reference Department, Massachusetts section, and the books needed in the work of the several commissions and departments. We have continued to make accessible, so far as possible for use, all statute and case law published in the English language, with their accompanying digests and citations; also the usual dictionaries, encyclopædias and digests, and such special

treatises as may be cited by our own Supreme Court or that of the United States.

While we are able to secure many series of reports and statutes upon exchange account, there are increasing numbers of these items which, not being published by the States, must be purchased. The longer the delay in purchasing, as a rule, the greater the cost when finally attained. Perhaps the most expensive and aggravating series to complete is the session laws of the various States. The fact that the United States is now in both hemispheres, and Massachusetts is found in the front rank in all spheres of our country's activity, requires that we have accessible the current law of those with whom we deal. Therefore our library has been strengthened along these lines.

#### LEGISLATIVE REFERENCE DEPARTMENT.

Members of the Legislature are reminded that the special Legislative Reference Department of the State Library is at their service. In this department there have been assembled and conveniently arranged for ready reference, not only the laws, journals, special and departmental reports of Massachusetts, but the special reports, literature and laws of the several States. As the material in this section has been added to daily it is hoped that the department may be used freely. We retain a copy of every bill and resolution introduced into our General Court, and are planning to have a series of cards covering each such bill and resolution, showing its number, when and by whom introduced, to what committee referred, when hearings were advertised, when and what reports were made upon its action in the Senate and House, and, if passed, when signed by the Governor, and its title in the public or special laws.

#### CATALOGUING DEPARTMENT.

When the recataloguing of a large collection is well under way, as is the case under Mrs. Coe's able supervision, there is little more to say in an annual statement than to "report progress." Fundamental decisions have been made; the staff is accustomed to its work, and it becomes a day by day

performance requiring accuracy, painstaking thoroughness, persistence and technical skill. The ripples on this surface are caused by illness or by changes in the staff when our salaries will not retain the skill this work requires. Such events are a long setback to our progress. The new members have to learn the complex details required, the standards for proofreading, the necessity for verifying many corporate entries by the laws, the kinds of analytics to be brought out and those that may be omitted — even though by previous training and experience the new members are well equipped. All of this takes also the reviser's time for teaching, and more time for revising.

Among the subjects recatalogued this year is the collection of atlases. This is now completed and includes a total of 342 volumes. They are grouped as world, continent or country, United States, State, county, city or town boundary. Each group under its subject is arranged by dates. In this grouping are also included geologic, topographic and historical atlases. That of the United States begins with Mathew Cary's American Atlas, 1795. Quinn's Historical Atlas, bearing date 1836, starts its maps with the Garden of Eden. Many of these atlases were rebound as the cataloguing progressed, making the collection now in good condition.

Much miscellaneous work has passed through the hands of the recataloguing staff, including the keeping of monthly binding records; an inventory of Massachusetts city and town reports, reduced in volume count by binding; a search through Massachusetts town library reports for any accounts of historic or biographic interest. An accumulation of duplicates of department reports from other States, and of similar gifts from some of our own State departments, have been compared with the library's, and, if not needed, returned to such States as wished them at their expense.

During the past year this library, a government depository, has received from the superintendent of documents over 3,000 publications of the United States government. Of this number 1,324 have been catalogued. It has been said that not one librarian in a thousand is able to keep up with the output of the government printing office. With the time



of but one assistant given to the cataloguing and classifying of this material, this library finds it impossible even to keep abreast of the current publications, and this year could not touch recataloguing of earlier publications.

The activities of the many government bureaus established during the period of the war have caused a great amount of research work and much correspondence in order to procure such publications as could be obtained only by a special request.

This material, if carefully catalogued and analyzed, contains much valuable information on a variety of subjects, and the number of people seeking information along these lines seems to be constantly increasing. Quite frequently patrons have been referred to this library from some of the other libraries in the city because of the fact that it is a depository for government publications, and so is expected to produce almost anything which the government printing office has put out. This the library has usually been able to do by use of its catalogue or by means of the indexes and catalogues which the government publishes. But with its present small staff it cannot increase the amount of work now being done. With extra assistants the library could continue this service expected of it, and increase the usefulness of its document collection.

Analytics were made as usual for the National Educational Association, Journal of Proceedings and Addresses; for the 1918 Massachusetts legislative documents; State seals, State flags; the publications of the American Statistical Association. In all, 4,942 analytics have been made this year.

Card filing in the Library of Congress depository set of printed catalogue cards has been kept to date by the addition of 25,279 cards.

#### SUMMARY.

Groups of books catalogued during the fifth year under the new plan are as follows: —

1. All current additions to the library and new continuations for the fiscal year. This includes foreign documents.
2. Massachusetts local history, fourteen cities and towns, Lynnfield to Medford, inclusive.

3. State legislative manuals, Maryland to Wyoming; State Constitutions and Constitutional Conventions, Virginia to Wyoming; Alabama claims; street railroads.
4. Newspapers: The rest of the general collection; collection of special newspapers, including campaign newspapers; and a portfolio of miscellaneous newspapers, usually but one issue under each title, kept for historic or other material.
5. Charitable institutions of Boston.
6. Arbor Day manuals, etc.
7. United States government publications, — the continuations of those already recatalogued and current documents.

Total of 10,370 volumes, or 11,011 items, catalogued, represented by 17,748 cards which are supplemented by 4,942 analytics; in all, 22,690 cards typed and filed during 1918-19.

Grand total of 136,208 volumes catalogued, and 163,730 cards, including the law subjects catalogue, typed and filed from December, 1914, to Nov. 30, 1919.

I desire to take this occasion to commend the industrious and efficient work of the members of the library staff.

EDWARD H. REDSTONE,

*Librarian.*

Nov. 30, 1919.

## ADDITIONS.

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### NUMBER OF VOLUMES ADDED TO THE LIBRARY FROM DEC. 1, 1918, TO NOV. 30, 1919.

By purchase . . . . .	1,383
domestic exchange . . . . .	1,431
foreign exchange . . . . .	181
donation . . . . .	771
officers of government . . . . .	421
	<hr/>
Total . . . . .	4,187

### PAMPHLETS.

By purchase . . . . .	176
domestic exchange . . . . .	1,426
foreign exchange . . . . .	195
donation . . . . .	1,408
officers of government . . . . .	615
	<hr/>
Total . . . . .	3,820
Map . . . . .	1
Atlases . . . . .	4
	<hr/>
Total, 1918-19 . . . . .	8,012

Total in library Nov. 30, 1919, 376,465 volumes and pamphlets, which includes 4,195 volumes in the newspaper collection, and approximately 44,108 volumes in the law collection.

TABLE OF ACCESSIONS.

*Books.*

	1906.	1907.	1908.	1909.	1910.	1911.	1912.	1913.	1914.	1915.	1916.	1917.	1918.	1919.
By purchase . . .	2,562	2,376	2,232	2,136	3,756	1,475	1,769	1,518	1,350	1,726	1,366	1,236	1,064	1,383
domestic exchange . . .	637	615	683	771	949	1,216	944	1,868	2,327	1,606	1,447	1,565	1,398	1,431
foreign exchange . . .	59	55	60	42	163	28	15	444	465	421	444	205	237	181
donation . . .	1,756	1,276	1,486	1,670	2,246	1,641	2,125	750	611	655	1,126	700	427	771
officers of government . . .	188	132	193	167	273	866	548	362	475	265	624	705	459	421
Totals . . .	5,202	4,454	4,654	4,786	7,387	5,226	5,391	4,942	5,228	4,673	5,007	4,411	3,575	4,187

*Pamphlets.*

	1906.	1907.	1908.	1909.	1910.	1911.	1912.	1913.	1914.	1915.	1916.	1917.	1918.	1919.
By purchase . . .	215	272	231	217	488	632	527	486	590	232	245	342	234	176
domestic exchange . . .	261	362	207	359	562	936	502	2,939	3,207	1,972	1,710	1,460	1,878	1,426
foreign exchange . . .	69	12	21	10	123	—	3	575	246	195	141	148	434	195
donation . . .	3,524	3,322	3,867	3,116	6,141	4,797	3,478	1,211	1,742	1,172	1,580	1,603	639	1,408
officers of government . . .	236	169	271	181	336	834	612	304	456	299	377	554	545	615
Totals . . .	4,805	4,137	4,597	3,883	7,650	7,199	5,122	5,515	6,241	3,870	4,053	4,107	3,730	3,890

## FINANCIAL STATEMENT.

DR.	COMMONWEALTH OF MASSACHUSETTS IN ACCOUNT WITH STATE LIBRARY, 1918-19.	CR.
1918.		
Dec. 1 to	Salary of librarian . . . . .	\$3,940 48
Nov. 30,	Salary of assistant librarian . . . . .	\$1,350 00
1919.	Salary of legislative reference assistant . . . . .	1,800 00
	Salaries of eleven assistants . . . . .	9,482 09
	Salary of stack custodian . . . . .	898 33
	Payment of ten temporary assistants . . . . .	455 18
	Purchase of books . . . . .	\$6,629 94
	Binding . . . . .	2,552 34
	Annual report for 1917-18 . . . . .	\$61 52
	Incidental expenses, including expressage, postage, stationery, supplies, etc. . . . .	1,296 95
	Card catalogue for public use . . . . .	
	Total . . . . .	\$33,827 92
	Amount drawn from appropriation of \$4,000 for librarian	
	Amount drawn from appropriation of \$14,700 for salaries of clerical assistants . . . . .	13,985 61
	Amount drawn from appropriation of \$10,000 for books and bindings . . . . .	9,182 28
	Amount drawn from appropriation of \$2,750 for incidental expenses, including printing of annual report . . . . .	1,358 47
	Amount drawn from appropriation of \$5,410 for card cata- logue . . . . .	5,361 08
	Total . . . . .	\$33,827 92

